

# AQUATICS FACILITIES MANAGER

**GRADE: 18**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Aquatics Facilities Manager performs difficult technical, professional and administrative work involving the safe and effective operation of the Rockville Municipal Swim Center facility. Work is proactive requiring inside and outside contacts and continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures; work requires moderate physical effort working regularly with lightweight materials and occasionally with heavy weight materials with exposure to heat, fumes, cold, noise, vibration, wetness and considerable mental effort and stress. The work is subject to general policy direction, practices and procedures, covered by precedents and general supervisory review. The incumbent participates with others (both within and outside this organizational unit) in program development, service delivery and supervision of subordinate staff.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Plans and schedules the work assignments and supervises the work of the Aquatics Facilities Operator, Swim Center Assistant, pool supervisors, lifeguards, slide attendants, etc.
- Ensures facility cleanliness and proper chemical balances are maintained in all pools and other facilities including locker rooms, meeting rooms, etc.

- Supervises daily operations including cleaning routines and the enforcement of pool rules and regulations by subordinates.
- Ensures that appropriate inventories of necessary equipment and chemical supplies are maintained.
- Hires, trains, and evaluates operational staff.
- Arranges special events and coordinates some rentals at the pools.
- Manages and administers the opening and closing of all seasonal pool facilities.
- Maintains up-to-date files on all certifications required for operational employees.
- Assists in the development and administration of the Swim and Fitness Center budget and CIP program by identifying required staffing levels, facility replacement needs as well as possible facility enhancement opportunities.
- Develops bid specifications, and works with the purchasing division to coordinate facility projects and coordinates and inspects the work of several contractors in such areas as chemical delivery and storage, electrical repairs, plumbing repairs, HVAC repairs, concrete repair, and general building maintenance, etc.
- Processes payments from invoices and payments to contractors.
- Prepares necessary reports regarding the effectiveness and efficiency of pool operations.
- Maintains state and county required reports on pool chemical levels, pool discharge water, and emergency equipment maintenance.
- Works evenings, weekends, and holidays. Considerable pressure to meet deadlines. On call to respond to emergency situations.
- Interprets and explains aquatic programs to the public.
- Assists in the development and implementation of pool policies in all areas of operation.
- Screens, interviews, and recommends hiring of Swim and Fitness Center personnel.
- Performs rescue operations as needed and administers first aid.
- Serves as primary contact person with the State of Maryland and Montgomery County Health Departments on facilities related matters.
- Stays abreast of the operating standards of the federal, state, county, and city codes with regard to the operation of swimming pools.
- Ensures that all operations are performed in a manner consistent with the highest levels of safety for patrons and employees alike.
- Ensures that all subordinates meet assigned schedules and that all work performed is within acceptable standards.
- Performs other duties as may be required or assigned.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major work in recreation or physical education,

and 4 years of experience in pool management and administration. Possession of a current Lifeguard Training certificate and Montgomery County Pool Operator's License.

**Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of rescue methods and first aid as applied to accidents in the water and surrounding areas, and ability to work in an emergency situation in a calm manner.
- Considerable knowledge of departmental procedures and policies as applied to the operation of a large swimming facility and as to the maintenance of related records and reports.
- Thorough knowledge of the methods, materials, tools and equipment used in the operation and maintenance of public swimming pools.
- Knowledge of the US Department of Justice, State of Maryland and Montgomery County Health Code regarding swimming pools.
- Ability to deal effectively and courteously with the public.
- Ability to establish and maintain effective working relationship with peers, subordinates, contractors, and other departments and employees.
- Ability to plan and supervise the work of a large group of skilled and unskilled subordinates engaged in the operation and maintenance of swimming pools.
- Ability to write comprehensive reports/forms and to manage a significant amount of resources, both monetary and physical, in an effective manner.